

Existing In-House Course Topic Database

This database provides a sampling of in-house course topics available to Social Security Administration (SSA) employees. The list is not all inclusive and should be used as a reference tool. These course topics are not procured from commercial sources; therefore, there are no procurement opportunities for these course topics.

Course Title	Training Delivery
Advanced EEO Counseling	Classroom
Advanced Position Classification	Classroom
Advanced Processing Personnel Actions	CD-ROM
Adverse and Performance-based Actions	Classroom
Alternative Dispute Resolution	Classroom
Americans with Disabilities Act	Online
Avoiding Harassment Claims: Policies and Procedures	Online
Avoiding the Pitfalls of Discrimination	Classroom
Basic EEO Counseling	Classroom
Basic Employee Benefits for Personnel	Classroom
Basic Employee Relations	Classroom
Basic IT Concepts I & II	Online
Basic Labor Relations	Classroom
Basic Labor Relations	Correspondence
Basic Position Classification	Classroom
Basic Processing Personnel Actions	CD-ROM
Basic Staffing and Placement	Classroom
Basic Staffing and Placement	Correspondence
Briefing Techniques	Classroom
Briefing Techniques & Presentation Skills	Classroom
Building a Firm Foundation	Online
Business Ethics	Online
Business Writing and Grammar	Classroom
Calculating Service Computation Dates	CD-ROM
Career Enrichment Workshop	Classroom
Career Planning Workshop	Classroom
Classification for Supervisors	Correspondence
Communication and Diversity Adoption	Online
Conducting Effective Interviews	Online
Conducting the Behavioral-based Interview	Online
Conflict Across Cultures	Classroom
Consulting Skills for HR Professionals	Classroom
Corporate Culture and Diversity	Online
Correcting Employee Performance and Conduct	Classroom
Cost Benefit Analysis	Classroom
Creative Problem Solving	Classroom

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Course Title	Training Delivery
Critical Parameters for Evaluating Candidates	Online
CSRS Benefits Applications	Classroom
Culture and Behavior	Online
Data Collection and Analysis	Classroom
Diversity in the Workplace	Online
EEO Counseling	Correspondence
EEO for Federal Employees	Classroom
EEO Its Place in the Federal Government	Correspondence
EEO Update for Discrimination Complaint Investigators	Classroom
EEO Update for EEO Counselors	Classroom
Effective Communication with Customers	Classroom
Effective Techniques for Powerful Writing	Classroom
Employment Civil Rights Overview	Online
Equal Employment Opportunity (EEO)	Online
Experiencing the Behavioral-based Interview	Online
Facilitating Effective Hiring	Online
Facilitator Workshop	Classroom
Fair Labor Standards Workshop	Classroom
Family Medical Leave Act (FMLA)	Online
Federal EEO Foundations	Online
FERS Benefits Applications	Classroom
Freedom of Information Act	Classroom
Gathering HR Management Information (HRMI)	Online
Getting the Workforce Your Company Needs	Online
Getting through the Legal Process	Online
Hostile Work Environment Harassment	Online
How to Make Your Company Safer	Online
Human Resources Planning and Analysis	Online
Interest-based Problem Solving	Classroom
Introduction to Employee Development	Classroom
Introduction to Federal EEO	CD-ROM
Introduction to Human Resources Management	Classroom
Investigating Discrimination Complaints	Classroom
Job Analysis and KSA Examining	Classroom
Keeping Your Company out of Legal Trouble	Online
Management Skills for the Diverse Workforce	Online
Managing a Special Emphasis Program	Classroom
Managing a Violent Crisis	Online
Managing Attendance and Leave	CD-ROM
Managing the Risks of Litigation	Classroom
Managing Training for Results	Classroom

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Course Title	Training Delivery
Managing Workforce Diversity	Classroom/On-site
Mediating Employee Disputes	Classroom
Mentoring Skills	Classroom
Microsoft Office Excel	CD-ROM
Microsoft Office PowerPoint	CD-ROM
Microsoft SQL Server Database	CD-ROM
MS Office 97/98/00	Online
Negotiating Labor Agreements	Classroom
Online Recruiting	Online
Personnel Management Workshop	Classroom
Personnel Procedures for Clerks and Assistants	Correspondence
Position Classification for Supervisors and Administrative Staff	Classroom
Position Classification: An Introduction	Correspondence
Position Management	Classroom
Potential Powder Kegs: Identifying & Defusing Them	Online
Preparing and Reviewing Personnel Actions	Classroom
Preparing as the Interviewee	Online
Preparing for the Behavioral Interview	Online
Preventing Sexual Harassment in the Workplace	Correspondence
Problem Solving & Decision Making	Classroom
Processing Personnel Actions	Classroom
Project Management	Classroom
Project Management	Online
Qualification Analysis Workshop	Classroom
Qualification Standards for GS Positions	CD-ROM
Quid Pro Quo Harassment	Online
Recognizing and Preventing Workplace Discrimination	Online
Recruiting and Hiring a Quality Workforce	Classroom
Recruiting for the 21st Century: Strategies	Online
Recruiting for the 21st Century: The Market	Online
Recruiting Successfully	Online
Reduction-in-Force (RIF)	Correspondence
Researching HR Issues on the Internet	Classroom
Researching the Internet	Online
Retention Solutions: Loyalty Isn't a Four-Letter Word	Online
Rightful Termination	Online
Roles and Responsibilities of the EEO Advisory Committee	Classroom
Screening Applicants	Online
Sexual Harassment Overview	Online
Sexual Harassment Prevention Training	Online
Solving Performance and Conduct Problems	Correspondence

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Course Title	Training Delivery
Staffing for Support Staff	Classroom
Strengthening People Skills	CD-ROM
The Climate for Performance	Online
The Employer's Liability and Responsibilities	Online
The Pre-Interview Process	Online
The Three Stages of Aggressive Behavior	Online
Time, Stress, & Problem Solving	On-Line
Training on Specialized Software	Online
Transition To Leadership 401	Classroom
What is Sexual Harassment?	Online
Workers Compensation	Classroom
Workforce Compensation	Online
Workplace Aggression: The Scope of the Problem	Online
Workplace Diversity	Online
Workplace Harassment	Online
Writing & Proofreading	CD-ROM
Writing Position Descriptions	Classroom
Writing the EEO Counselor Report	Classroom